

**[Date]**

**[Client Name]**

**[Client Address]**

**[City, State, Zip Code]**

**Subject: Assignment Confirmation - [Candidate Name]**

Dear **[Client Contact Name]**,

We are pleased to confirm the assignment of **[Candidate Name]** to your organization for the position of **[Job Title/Specialization]**. This confirmation outlines the specific details of the technical engagement.

**Assignment Details:**

- **Start Date:** [Date]
- **Estimated End Date:** [Date] or [Indefinite]
- **Work Location:** [Remote / On-site Address]
- **Reporting Manager:** [Manager Name]
- **Bill Rate:** \$[Amount] per hour

**Technical Scope & Responsibilities:**

The consultant will be responsible for **[Briefly list key tech stack or project goals, e.g., Java Development, Cloud Migration, Network Security Analysis]**.

**Terms and Conditions:**

This assignment is subject to the Master Services Agreement (MSA) previously executed between **[Staffing Agency Name]** and **[Client Name]**. Timesheets must be approved by the client weekly to ensure accurate invoicing.

If you have any questions regarding this assignment or require further technical documentation, please contact me directly at **[Phone Number]** or **[Email Address]**.

We look forward to a successful partnership on this project.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Staffing Agency Name]**